

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Employment Administration
Jobs Program

CMMSG Scoring Sheet

The purpose of the Jobs Program Case Management Screening Guide Scoring Sheet is to provide a gauge for participant's overall employability based on employment experiences and abilities, family needs, and barriers to employment. By differentiating between participants based on these three factors (employability, needs & barriers), Jobs case managers can distinguish between participants who:

- A. Should be able to move into employment quickly,
- B. Those who will need supportive services to move into employment and
- C. Those who will have difficulty becoming employed or are better suited for another program.

To determine overall employability, total scores from the Employability section beginning on page 1 of this form. The maximum possible employability score is 100 points. Next, total scores from the Family Needs section, maximum score 50 points, and the Barriers to Employment section, also a maximum score of 50 points. Then, subtract the family need scores and the barriers to employment scores from the employability scores. This product will be the Jobs participant's overall employability score and is calculated and recorded in the box on page 1, top right corner.

With most screening guide questions, the score assigned is easy to recognize because there is only one response possible. Some questions, however, can have more than one response. With these multiple response questions, the score is the total of all responses provided. There are limits to how much some of these multiple response questions can count towards the overall total. Therefore, be sure to not exceed the total allowed when limits are part of the scoring instructions.

Note for Future: As part of the Case Management Screening Guide's process, three overall employability categories, high, moderate and low, will be established. It is expected that participants with high overall employability scores can be employed relatively soon. Those with moderate overall employability scores are expected to need some time to get supportive services in place and operating before they can become successfully employed. And, those with low overall employability scores are expected to need a great deal of support and training to be successful, and could be better suited for a program other than Jobs such as Vocational Rehabilitation or Social Security Disability.

Equal Opportunity Employer/Program ♦ Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Requests should be made as early as possible to allow time to arrange the accommodation. ♦ This document is available in alternative formats by contacting your local office manager.

Employability: Section Two

Question #1 Current Employment

<p>Answer: A = 3 points B = 2 points C = 1 point D-H = 0 points</p> <p><i>If "H" Question 2 total = 0</i></p>	<p align="center">—FOR OFFICIAL USE ONLY—</p> <p align="center">Overall Employability</p> <p align="right"><i>Employability Score</i> _____</p> <p align="right"><i>Needs Score</i> _____</p> <p align="right"><i>Barriers Score</i> _____</p> <p align="right"><i>Overall Employability Score</i> _____</p>
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Question #2 Termination Reason(s)

(Multiple responses possible)

<p><u>Last</u></p> <p>Answer: A = 3 points B = 2 points C = 2 points D = 1 point E-O = 0 points</p>	<p><u>Next</u></p> <p>Answer: A = 3 points B = 2 points C = 2 points D = 1 point E-O = 0 points</p>	<p><u>3rd</u></p> <p>Answer: A = 3 points B = 2 points C = 2 points D = 1 point E-O = 0 points</p>	<p>Total</p> <p><i>(Not more than 9 count towards total)</i></p>
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Question #3 Off-Hour Shifts

(Multiple responses possible)

Answer:	A = 0 points	B 1) = 1 point	
		2) = 1 point	Total
		3) = 1 point	

Question #4 Last Application

Question #5 Driver's License

Answer: A = 3 points B = 2 points C = 1 point D-F = 0 points Total	Answer: A = 3 points B = 4 points C = 2 points D = 0 points Total
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Question #6 Vehicle Ownership

<p>Answer: A = 0 points B 1) = 2 points 2) = 2 points 3) = 2 points Total 4) = 2 points <i>(Not more than 6 count towards total)</i></p>	<p>Comments</p>
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Question #7 30 Min. Travel

Answer: A = 2 points
B = 0 points

Page One Total

Most Recent Employer

Question #2 Normal Weekly Hours

Answer: A = 3 points B = 2 points C = 1 point _____

Questions #3 & #4 Salary Growth (#4 - #3) \$_____ (including tips ☐) _____

Any Increase = 1, \$.50 or more = 2, \$1 or more = 3

Question #5 Employment Length (Note: If still employed, use date of screening) _____

Less than 6 mos. = 0 pts 6 mos. to 1 yr. = 1 pt 1 to 3 yrs. = 2 pts More than 3 yr. = 4 pts

Question #6 Past Layoff Length

Answer: A = 3 points B = 2 points C = 1 point D = 0 points _____

Question #8 Supervision

Answer: A = 0 points B = 1 point C = 2 points D = 3 points _____

2nd Most Recent Employer

Question #2 Normal Weekly Hours

Answer: A = 3 points B = 2 points C = 1 point _____

Questions #3 & #4 Salary Growth (#4 - #3) \$_____ (including tips ☐) _____

Any Increase = 1, \$.50 or more = 2, \$1 or more = 3

Question #5 Employment Length (Note: If still employed, use date of screening) _____

Less than 6 mos. = 0 pts 6 mos. to 1 yr. = 1 pt 1 to 3 yrs. = 2 pts More than 3 yr. = 4 pts

Question #6 Past Layoff Length

Answer: A = 3 points B = 2 points C = 1 point D = 0 points _____

Question #8 Supervision

Answer: A = 0 points B = 1 point C = 2 points D = 3 points _____

3rd Most Recent Employer

Question #2 Normal Weekly Hours

Answer: A = 3 points B = 2 points C = 1 point _____

Questions #3 & #4 Salary Growth (#4 - #3) \$_____ (including tips ☐) _____

Any Increase = 1, \$.50 or more = 2, \$1 or more = 3

Question #5 Employment Length (Note: If still employed, use date of screening) _____

Less than 6 mos. = 0 pts 6 mos. to 1 yr. = 1 pt 1 to 3 yrs. = 2 pts More than 3 yr. = 4 pts

Question #6 Past Layoff Length

Answer: A = 3 points B = 2 points C = 1 point D = 0 points _____

Question #8 Supervision

Answer: A = 0 points B = 1 point C = 2 points D = 3 points _____

Page Two Total

Education and Training

Question #1 Education Level

Answer: A = 0 points	D = 4 points	
B = 1 point	E = 4 points	
C = 3 points	F = 4 points	

Question #2 School/Language Classes

Answer: A = 0 points		
B = 2 points	Total	

Question #3 On the Job Training

Answer: A = 0 points		
B = 2 points		

Question #4 Trades Training

Answer: A = 0 points		
B = 4 points	Total	

Question #5 Licenses and Certifications

Answer: A = 0 points		
B = 4 points		

Question #6 Other Skills, Experience, Knowledge

Answer: A = 0 points	Comments
B = 3 points	
Total	

Question #7 Languages

(Multiple responses possible)

Answer: A = 1 point	D = 1 point	
B = 1 point	E = 1 point	
C = 1 point		
		Total <i>(Not more than 3 count towards total)</i>

Page Three Total

Questions #1 thru #6

Employability Summary

<i>Total Page One</i>	+	_____
<i>Total Page Two</i>	+	_____
<i>Total Page Three</i>	+	_____
<i>Employability Total</i>	=	_____ <i>(MAX. 100 PTS.)</i>

Family Needs: Section Three

Question #1 Transportation

(Multiple Responses Possible)

Answer: A = 0 points B-H = 1 point each I = 0 points	Total <i>(Not more than 3 count towards total)</i>	Comments
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Question #2 Childcare Needs

(Multiple Responses Possible)

Answer: A = 0 points B 1) No = 4 points 2) No = 2 points 3) No = 2 points 4) No = 2 points	Total	Comments
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Question #4 Kids' AHCCCS

Question #5 Participant's AHCCCS

Answer: A = 0 points B = 1 point Total C = 2 points	Answer: A = 0 points B = 2 points
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Question #6 Kids' Problems

Question #7 HUD Assistance

Answer: A = 1 point B = 0 points Total	Answer: A = 2 points B = 0 points
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Question #8 Utility Assistance

Answer: A = 2 points B = 0 points Total	Comments
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Question #9 Current Housing

Answer: A = 0 points B = 0 points C = 0 points D = 2 points E = 2 points Total F = 6 points
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Page Four Total

Family Needs: Section Three (continued)

Question #10 Rent Paid

Answer: A = 0 points B = 4 point	Total	<i>Weeks</i> <i>Amt.</i>
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Question #11 Rent Ongoing Problem

Answer: A = 1 point B = 0 points	Total	
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Question #12 Business Clothes

Answer: A = 0 points B = 1 point	Total	
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Question #13 Kids Clothes

Answer: A = 0 points B = 1 point	Total	
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Question #14 Eyeglasses

Answer: A = 0 points B = 1 point	Total	
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Question #15 Dental Problems

Answer: A = 1 point B = 0 points	Total	
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Question #16 Hungry Family

Answer: A = 1 point B = 0 points	Total	
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Question #17 Food Ongoing Problem

Answer: A = 1 point B = 0 points	Total	
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Question #18 Food Sources

(Multiple Responses Possible)

Answer: A-H = 1 point I = 0 points <div style="text-align: right;">Total <i>(Not more than 4 count towards total)</i></div>	Comments
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Question #19 Community Service Sources

(Multiple Responses Possible)

Answer: A-K = 1 point L = 0 points <div style="text-align: right;">Total <i>(Not more than 4 count towards total)</i></div>	Comments
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Question #20 Public Services Sources

(Multiple Responses Possible)

Answer: A-N = 1 point <div style="text-align: right;">Total <i>(Not more than 4 count towards total)</i></div>	Comments
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Page Five Total

	Family Needs Summary <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <i>Page Four</i> <i>Page Five</i> Employability Total </div> <div style="text-align: center;"> + = </div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div> <div style="text-align: right; margin-top: 10px;"> <i>(MAX. 50 PTS.)</i> </div>
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Barriers to Employment: Section Four

Question #1 Participant's Physical Problems

Answer:	A = 6 points	
	B = 0 points	Total

Question #2 Participant's Mental Problems

Answer:	A = 5 points	
	B = 0 points	Total

Question #3 School/Training

Answer:	A-C = 0 points	
	D-E = 3 points	Total

Question #4 Special Education

Answer:	A = 0 points	
	B = 3 points	Total

Question #5 Translator Needed

Answer:	A = 0 points	
	B = 3 points	Total

Question #6 Missed Work/Partying

Answer:	A = 2 points	
	B = 0 points	Total

Question #7 Cut Down on Drinking/Drugs

Answer:	A = 3 points	
	B = 0 points	Total

Question #8 Annoyed by Criticism

Answer:	A = 3 points	
	B = 0 points	Total

Question #9 Family Physical Health

Answer:	A = 2 points	
	B = 0 points	Total

Question #10 Family Behavioral Health

Answer:	A = 2 point	
	B = 0 points	Total

Question #11 Felony

Answer:	A = 2 points	
	B = 0 points	Total

Question #12 Probation/Parole

Answer:	A = 2 points	
	B = 0 points	Total

Question #13 Court/Police Action

Answer:	A = 0 points	
	B = 3 points	
	C = 2 points	Total

Question #14 Domestic Violence

Answer:	A = 3 points	
	B = 2 points	
	C = 0 points	Total

Question #15 Other Violence

Answer:	A = 4 points	
	B = 2 points	
	C = 0 points	Total

Question #16 Other Barriers

Answer:	A = 0 points	
	B = 4 points	Total

Employment Barriers Summary

Employment Barriers Total = _____ (Max. 50 pts.)